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# COMMUNITY DEVELOPMENT (DCD) EMPLOYEES

Community Development proudly serves the Kitsap County community with 91 FTEs.

## SENIOR LEADERSHIP TEAM

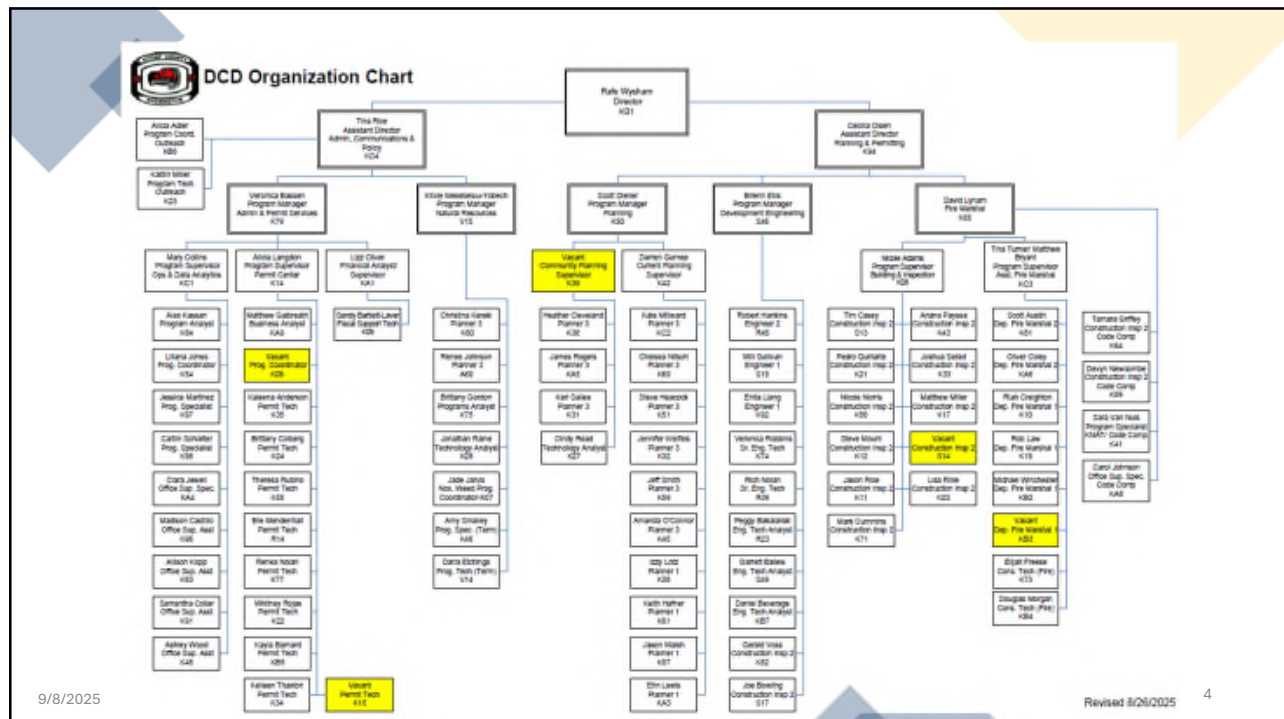
- Rafe Wysham, Director
- Cecilia Olsen, Assistant Director, Planning & Permitting
- Tina Rice, Assistant Director, Admin, Communications & Policy
- David Lynam, Fire Marshal
- Brienn Ellis, Development Engineering Program Manager
- Kirvie Mesebeluu-Yobech, Natural Resources Program Manager
- Scott Diener, Planning Program Manager
- Veronica Bassen, Admin & Permit Services Program Manager



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Revised 8/26/2025

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# COMMUNITY DEVELOPMENT (DCD)


## DIVISIONS – PLANNING & PERMITTING



**PLANNING**  
Guides comprehensive and area-wide planning and development regulation, reviews, conditions, approves and advises on land use and environmental development applications.



**DEVELOPMENT ENGINEERING**  
Provides civil engineering permit review and approval for public and private site and infrastructure development proposals, and monitors construction sites for silt, erosion and stormwater controls.



**BUILDING & FIRE SAFETY**  
Permits all types of construction, conducts periodic safety inspections of commercial uses, investigates origin, cause and circumstance of fires, provides disaster and emergency recovery, responsible for civil enforcement of applicable codes, and manages the Kitsap Nuisance Abatement Team.


Create a well-informed, engaged, and empowered Kitsap County community through transparent communication.

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# COMMUNITY DEVELOPMENT (DCD)

## DIVISIONS – ADMINISTRATION, COMMUNICATIONS & POLICY



**ADMINISTRATIVE & PERMIT SERVICES**  
Oversees or supports core operational functions, including finance, budgeting, contracts, records, permit intake, outreach and education, Hearing Examiner, Planning Commission, innovation team, data analytics, general permitting services, and software & database management.



**NATURAL RESOURCES**  
Identifies, plans, and carry out programs and projects that fulfill the County's vision for healthy and thriving natural resources and ecosystems in partnership with local tribes, state agencies, regional partners, and community members.

Create a well-informed, engaged, and empowered Kitsap County community through transparent communication.

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# COMMUNITY DEVELOPMENT (DCD)



## GOALS

### 1. ENHANCE PRODUCTIVITY & PLANNING EFFICIENCY

Improve permitting, zoning, housing, and sustainable development through streamlined processes, modernization of land use and zoning codes, and regional collaboration.

### 2. COMMUNICATE WITH CLARITY & CONSISTENCY

Foster clear, concise, and transparent communication to build trust, improve understanding, and honor community involvement.

### 3. SUPPORT GROWTH, LEARNING & ETHICAL EXCELLENCE

Invest in staff development, ethical practices, and performance accountability to build a capable, mission-driven team.

### 4. MAINTAIN FOCUS & STRATEGIC ALIGNMENT

Prioritize impactful work, respect focused time, and align efforts with organizational and community priorities for meaningful results.

### 5. FOSTER A POSITIVE, CREATIVE & CELEBRATORY CULTURE

Promote a healthy, energized workplace through recognition, creativity, humor, and support for staff well-being.

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# COMMUNITY DEVELOPMENT (DCD)

## ACCOMPLISHMENTS

### IMPLEMENTED PERMIT REVIEW EFFICIENCY PLAN

- [PREP Report Map](#) – Go Live 3/25/2025 New resource for property and project planning
- Phase 1 – Go Live 3/31/2025 Site Development Activity Permits
- Phase 2 – Go Live 6/06/2025 Preliminary Plats
- Phase 3 – Go Live 8/11/2025 Land Use



## 2024

Residential FIRST REVIEW <b>72</b> Days in Queue	Commercial FIRST REVIEW <b>92</b> Days in Queue	Fire FIRST REVIEW <b>46</b> Days in Queue	Engineering FIRST REVIEW <b>177</b> Days in Queue	Current Planning FIRST REVIEW <b>588</b> Days in Queue
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## 2025

As of 8/29/2025

Residential FIRST REVIEW <b>39</b> Days in Queue	Commercial FIRST REVIEW <b>37</b> Days in Queue	Fire FIRST REVIEW <b>45</b> Days in Queue	Engineering FIRST REVIEW <b>65</b> Days in Queue	Current Planning FIRST REVIEW <b>155</b> Days in Queue
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## COMMUNITY DEVELOPMENT (DCD)

### ACCOMPLISHMENTS

#### INCREASED ACCESS TO STAFF

- General Inquiries: Expanded service hours for access to technical staff in person and virtually by appointment
- Active Permit Inquiries: Implemented intake meetings and debrief meetings for all 2x6 permits

#### INCREASED OPERATIONAL EFFICIENCY

- Implemented a reorganization into 2 main divisions:
  - Planning & Permitting, and
  - Administration, Communications & Policy
- Physically relocated staff, including centralization of permit reviewers

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## COMMUNITY DEVELOPMENT (DCD)

### ACCOMPLISHMENTS

#### LONG RANGE PLANNING

- Comprehensive Plan Update
- Year of the Rural
- Silverdale Subarea Planning Stakeholder Engagement
- Sea Level Rise

#### STAFFING

- Filled 18 positions, including 6 internal promotions
- Current Status - 5 vacant positions
  - 2 actively recruiting
  - 2 special revenue fund – department initiated hiring freeze
  - 1 general fund – 2025 hiring freeze and 2026 required reduction

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# COMMUNITY DEVELOPMENT (DCD) ACCOMPLISHMENTS

KC Contract	Granting Agency	Grant Description	Contract Start Date	Contract End Date	Multi-Year Funding
KC-433-22	Department of Ecology	Harper Estuary Survey & Lease Agreement	9/12/2022	12/30/2025	\$ 132,948
KC-518-22	Puget Sound Partnership	West Sound Partners for Ecosystem Recovery Local Integrating Organization Capacity Contract	10/1/2022	9/30/2025	\$ 375,000
KC-537-23	Washington Department of Fish & Wildlife	DCD KNRAMP	12/11/2023	12/31/2026	\$ 789,155
KC-269-24	Recreation and Conservation Office	Kitsap HSIL Outreach-ShoreFriendly	9/15/2023	4/30/2027	\$ 102,857
KC-297-24	Washington Department of Fish & Wildlife	DCD Derelict Vessel	4/1/2024	12/31/2026	\$ 200,690
KC-300-24	Suquamish Tribe	Flood Plain Assessment	4/1/2024	12/31/2025	\$ 17,500
KC-427-24	Suquamish Tribe	Carlson Bulkhead Removal & Shoreline Restoration Feasibility & Design	6/28/2024	6/30/2026	\$ 100,000
KC-156-25	Recreation and Conservation Office	Dyes Inlet Bulkhead Removal	9/25/2024	9/24/2027	\$ 97,030
KC-408-23	Department of Ecology	Long Lake Invasive Species	7/1/2023	12/31/2025	\$ 75,000
KC-331-25	OSS Office of the Secretary of State	Office of the Secretary of State WA Archives and Records Management	6/24/2025	5/31/2026	\$ 48,253
KC-381-25	Department of Commerce	Harper Estuary Restoration and Bridge Construction	6/1/2025	6/30/2026	\$ 97,000
KC-363-25	Recreation and Conservation Office	RCO Lead Entity	7/1/2025	6/30/2027	\$ 253,704
TBD	Recreation and Conservation Office	ShoreFriendly Kitsap 2025 - 2027	7/1/2025	6/30/2027	\$ 919,431
TBD	NW Straits Marine Conservation Foundation	Informing Soft Shore Best Practices in Puget Sound	8/1/2025	6/15/2027	\$ 2,800
TBD	Recreation and Conservation Office	Dyes Inlet Bulkhead Removal	11/1/2025	11/1/2028	\$ 295,932
TBD	Puget Sound Partnership	West Sound Partners for Ecosystem Recovery Local Integrating Organization	10/1/2025	9/30/2028	\$ 443,750
TBD	Suquamish Tribe	East Kitsap Fish Barrier Prioritization	10/1/2025	4/30/2027	\$ 24,238
TBD	Department of Natural Resources - Abandoned and Derelict Vessel Removal Program	Kitsap County Vessel Turn In Program	11/1/2025	9/30/2026	\$ 200,000
TBD	Puget Sound Partnership	Olalla/Burley Watershed Assessment	12/1/2025	9/30/2027	\$ 148,000
Totals					\$ 4,323,288

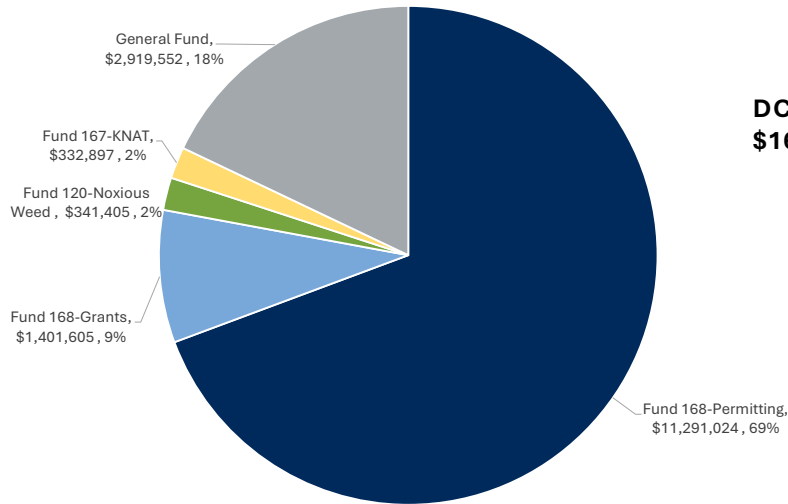
## Grant Funded Programs \$4.3M

Supporting Kitsap County natural resource programs.

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# COMMUNITY DEVELOPMENT (DCD)



## DCD Expenditures \$16,286,483

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# COMMUNITY DEVELOPMENT (DCD)

## BUDGET SUMMARY - General Fund

Net elimination from supplies/ services budget line items	(\$)-
Position elimination from a reclass/reorganization, FTE reduction	(\$) 99,146 <ul style="list-style-type: none"><li>• (\$95,146) 1 Deputy Fire Marshal underfilled as Construction Inspector 1, 90% GF, 10% SRF</li><li>• (\$4,000) 2025 Reorganization</li></ul>
New revenue or increased revenues as a result of a specific management action	\$
Total fiscal impact	(\$) 99,146

\*Fiscal impact target – (\$89,308)

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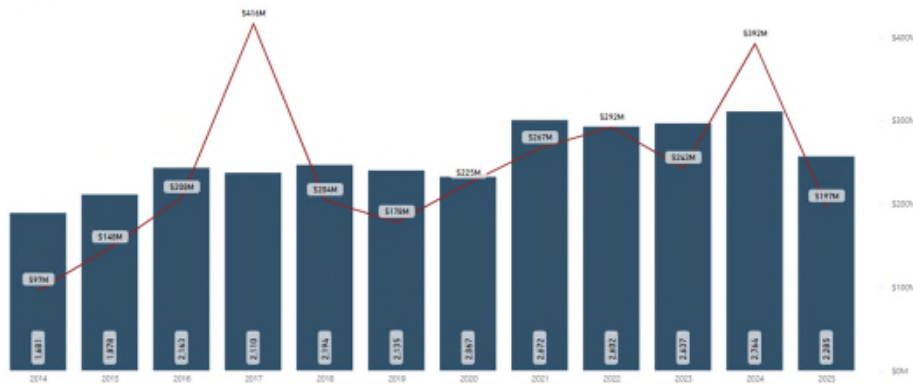
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# COMMUNITY DEVELOPMENT (DCD)

## Building Permit Activity: Year over Year (January through August)

Number of Building Permits Submitted and Total Valuation By Year

● Total Permits ● Total Valuation



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## COMMUNITY DEVELOPMENT (DCD)

### Building Permit Activity & Action Plan

#### Residential Permitting

- 2025 budget projected a 6% decrease
- 2025 actuals (year to date, through August) is 16% less than 2024
- 2026 forecast includes a 4.3% increase over 2025 budget

#### Commercial Permitting

- 2025 budget projected a 16% decrease
- 2025 actuals (year to date, through August) is 28% less than 2024
- 2026 forecast includes a 2.5% increase over 2025 budget

#### Action Plan

- 2025 Special Revenue Fund director initiated hiring freeze implemented
  - Permit Technician
  - Construction Inspector 2
- 2026 forecast includes positions as fully funded, however, permitting trends will be evaluated prior to filling any vacant positions.

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## COMMUNITY DEVELOPMENT (DCD)

### What we wish we could be doing

- Increase capacity to be able to:
  - Provide more proactive long-range planning & implementation support
  - Reduce code compliance case resolution time
  - Expand outreach efforts
  - Increase access to staff
  - Modernize land use and zoning codes
  - Advance affordable housing initiatives
  - Prioritize employee growth through more training opportunities

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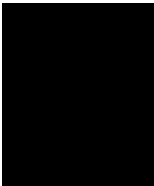
# QUESTIONS?

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# THANK YOU!



**Rafe Wysham**  
Director, DCD  
[rwysham@kitsap.gov](mailto:rwysham@kitsap.gov)  
360.337.5777  
WWW.KITSAP.GOV

Scan the **QR code** for our newsletter/web site!



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